

# **GOOD PRACTICE FOR COMMUNICATIONS DURING SCHOOL COMMITTEE MEETINGS**

## **School of Mathematical & Physical Sciences**

The School values the time and effort which members contribute towards committee work. The guidelines below apply to all committee meetings within the School to encourage good communication and to create a positive environment for all, to enable us to work together and to maximise the outcome and impacts of our committee work. These principles can be read at the start of the meeting to ensure that we all communicate effectively:

- Engage with respect for the rights, differences, and dignity of others
- Be mindful of our own unconscious biases
- Encourage honest and open debate, where ideas and opinions are sought and given due consideration
- Enable a supportive environment for discussions by ensuring communications are constructive, specific, non-personal, and non-judgemental
- Ensure effective dialogue by listening fully and respectfully before responding
- Adopt neutral reference terms (e.g. they, chair) throughout
- Understand that some discussions during the committee meetings may be confidential and that this confidentiality should be respected at all times outside of the committee.

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